



**STATE OF TENNESSEE**  
**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
**DIVISION OF ACCOUNTS OFFICE OF PAYROLL**  
**312 8<sup>th</sup> AVENUE NORTH**  
**15<sup>TH</sup> FLOOR, Wm. R. SNODGRASS TN TOWER**  
**NASHVILLE, TENNESSEE 37243**  
**(615) 741-2456 FAX (615) 253-4167**

**Dave Goetz**  
COMMISSIONER

TO: All Departmental Budget, Fiscal and Personnel  
And Payroll Officers

FROM: Patrice Steinhart, Director of F & A Payroll

DATE: August 23, 2004

SUBJECT: Third Quarter 2004 Payroll Schedule Revision

The semi-monthly payroll schedule for July 1-15, 2004 through September 16-30, 2004 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 <sup>st</sup>	2 <sup>nd</sup>	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
7/1-15	11	July 21	22	23	26	27	28	29	30	August 5
7/16-31	11	August 4	5	6	9	10	11	12	13	August 19
8/1-15	10	August 20	23	24	25	26	27	30	31	Sept 7
8/16-31	12	September 3	7	8	9	10	13	14	15	Sept 21
9/1-15	11	September 21	22	23	24	27	*27	28	30	Oct 6
9/16-30	11	October 6	7	8	11	12	13	14	15	Oct 21

The monthly payroll schedule for July through September 2004 is as follows:

			Audit Output (AM)							
Work Period	Work Days	On-Line Completion	1 <sup>st</sup>	2 <sup>nd</sup>	*** Calculate	Mail 3 Day Cks	Special Run	Mail Spec Run Cks	Pay Day	Lost Ck Run
7/1-31	22	July 21	22	23	26	27	28	29	30	August 5
8/1-31	22	August 20	23	24	25	26	27	30	31	Sept 7
9/1-30	22	September 21	22	23	24	27	*27	28	30	Oct 6

**\* Special Run deadline has been moved to 9/27.**

**\* The Bonus run will process on the night of September 28**

**\*\*\*Notify F & A Payroll of all checks to be pulled before 4:30 p.m. on the day of calculate.** Any checks to be canceled or canceled and reissued after the day of calculate will require a stop payment by F & A Payroll and the agency will notify the employee of the stop payment and to return the check.

Thank you for your assistance.